

APPLICATION FOR RECORDS RETENTION SCHEDULE

 GEORGIA DEPARTMENT OF HUMAN RESOURCES
 OFFICE OF ADMINISTRATIVE SERVICES
 RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

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| DHR Application Date 8/27/82 Application Number 82-52 | 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Office of the Commissioner Budget Services Office 47 Trinity Ave. S.W. Room 630-H Atlanta, Ga. 30334 | ARCHIVES AND HISTORY Application Number 82-384 Date Received AUG 31 1982 Date Completed OCT 25 1982 |
| 2. Person to Contact Diane Champion | | |
| Working Title Administrative Secretary | | |
| Telephone Number 656-4472 | | |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void | | |
| 4. Dates of Series Earliest 1979 Latest continuing | | |
| 5. Records Series Title (followed by title used in office, if different) Zero Base Budget (DHR STATEWIDE) Files | | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Department of Human Resources, through the leadership of the Commissioner is responsible for planning, organizing, directing, coordinating, and controlling the delivery of services to residents of Georgia. Included are; diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs; Federal Food Programs; administration of the delivery systems for services to indigents, children and adolescents; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department, and suggesting improvements in these programs; and supportive services. (See Continuation Sheet) | | |
| 7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: projecting, analyzing, and estimating the annual budget for the Department of Human Resources Included are: Zero Base Budget Request-Activity Evaluation Summary-pages 1 and 2; Zero Base Budget Request-Activity Financial Summary-Governor's Budget Recommendation, House Budget Recommendation, Senate Budget Recommendation; Zero Base Budget Request-Decision Package Ranking by Activity; Zero Base Budget Request-Schedule of Fund Sources; Zero Base Budget Request-Minimum and Current Objective Level Financial Analysis; Zero Base Budget Request-Decision Package-Minimum and Current Level Program Analysis; Zero Base Budget Request-Schedule of Regular Operating Expenses (Sub-Objects); Zero Base Budget Request-Personal Services; DHR Summary Personal Services-Zero Base Budget; Activity Performance Measures-Program Direction and Support; File is arranged: Numerically by function code (See Continuation Sheet) | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old 20 ; Seven to twelve months old 12 ; Thirteen to twenty-four months old 8 ; twenty-five months and older 2 ? | | |
| 9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers 6 ; Shelves _____ ; Other (Specify) _____ | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|---|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| X | | f. Is the information contained in this series ever published? If yes, attach copy. OPB Publishes Department Budgets |
| X | | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. OPB Publishes Department Budgets |
| X | | h. Is there a duplication of this series in your office, or in another office or agency? OPB Budget |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| X | | j. Does the record series result in a computer printout? included in series |

11. Retention Requirements

The following requires the series to be kept:

| | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>3</u> years. | d. Audit period | <u>3</u> years. |
| b. Statute of limitation | <u>3</u> years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | <u>3</u> years. | f. Federal retention instructions | <u>5</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are needed to support the approved budget for the Department and for audit referral.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then, after _____
- ☐ Hold in the current files area _____ month(s) _____ year(s); then _____
- ☐ Transfer to local holding area; hold _____ year(s); then _____
- ☐ Transfer to State Records Center; hold _____ year(s); then _____
- ☐ Destroy _____
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) _____

Office of Budget Services

Institutional Budget Offices

Division Budget Offices

Section and Unit Budget Files

Cut off file at the end of each fiscal year; hold in current files

Cut off file at the end of each fiscal year; hold in current files (including area 1 year; then destroy. (including

area 1 year; transfer to State Records Center; hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

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| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>Nathy Rorch</i> | 8-17-82 | <i>Paul T. Murphy</i> | |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | <i>Edward Uelder</i> | 9-14-82 |
| | | <i>Edward Uelder</i> | 9-3-82 |
| | | <i>Edward Uelder</i> | 10-20-82 |

#6 Division and Office Function(continued)

The Budget Services Office has the responsibility for providing planning and technical assistance to managers and planners for meeting the expectations of the Federally funded comprehensive health planning programs, and to support the Management Team in Department-wide planning projects. This office also provides a central authority in the Department to uniformly develop, interpret, manage, and provide assistance in the administration of the Department budget; provides information; maintains a listing of fiscal resources; and acts in the capacity of liaison with the Regional and National Offices of Health and Human Services on Federal Fund projections.

#7 Included Are(continued)

Conference Committee Budget Appropriations; Quarterly Estimates of Expenditures (Federal Budget Estimates for Programs); Health and Human Services Quarterly Statement of Expenditures for State Using Single Letter of Credit, (Financial Status Reports); Projected Expenditures Listing; Budget Analyzation and Comparison Ledger Sheet; Analysis Summary Sheet; Block Grants Funds Financial Summary; Personal Services Projection Ledger Sheet; related documents and correspondence.